



**Notice to Parents No: 2223/001**

**Notes for the New School Year (2022-2023)**

1<sup>st</sup> September 2022

Dear Parents,

The new school year has begun. Please pay attention to the following points, sign the relevant reply slips and have them returned to your child's Homeroom teacher.

- (1) Arrangements for New Academic Year
- (2) Financial Assistance Schemes
- (3) Intellectual Property Rights of Students' Works
- (4) Parental Consent for Attending P.E. Lessons
- (5) Leave with Reasons
- (6) Timetable
- (7) Student Code of Conduct, School Uniform & P. E. Uniform
- (8) Miscellaneous Fees
- (9) Homework Policy
- (10) Arrangements under Inclement Weather Conditions
- (11) Parent -- School Communication
- (12) Application for Activation / Renewal of "Student Status" on a Personalised Octopus
- (13) Guidelines on Prevention of Influenza and Communicable Diseases in School
- (14) Support to Parents – Call to Care
- (15) Student Activities Support Grant
- (16) Student Health Service
- (17) Staying at School for Lunch (S1-2) (Applicable for whole-day school)
- (18) English Extensive Reading Programme (S1-3)
- (19) Personal Data (Privacy) Ordinance
- (20) Abiding Grace Lutheran Church Supporting Ministries
- (21) Student Health Record (S2-6)
- (22) Overview of Co-curricular Activities
- (23) Application for Student's Locker (S4-6)
- (24) Reply slips

Yours faithfully,

Dr. Leung Cheuk Fun

Principal

## Concordia Lutheran School - North Point

### (1) Arrangements for New Academic Year

To get ready for the new academic year, help students to develop positive personal qualities and image, and reinforce learning effectiveness to enhance students' competitiveness, the school will implement the following measures:

a. Cultivating Students' Self-discipline and Sense of Responsibility

With the aim of establishing a good image and reputation of our students in the community so as to increase our graduates' chances of university admission and job opportunities, the school will implement work on cultivating students' moral values. School rules will be enforced strictly, requiring students to pay attention to appearance, attend school punctually, get along well with others, be devoted to learning, hand in homework on time and do revision regularly. **It is highly appreciated that parents can cooperate with the school to cultivate students' self-discipline and sense of responsibility, and facilitate their personal growth.**

b. Enhancement of Self-directed Learning

In order to encourage students to study hard and learn actively, students must actively prepare for lessons, participate in lesson, and reflect and revise after lessons. Meanwhile, teachers will keep abreast of students' learning process, conduct assessment and follow up. Assessment includes student performance in class, classwork, homework, e-learning, group discussion, presentation, project learning, etc., aiming to help students make good use of time at both school and home.

c. Life Education and Student Leadership Training

As the school's new three-year theme is "Perseverance Nurture Leadership", Life Education Committee will help students explore their potentials, develop positive energy, enhance resilience and boarded global horizons. In addition, the school will cooperate with other organisations in coaching students in goal setting, and offering chances of leadership training and practices to students so that students' talents can be displayed. An example is diversified service learning for S1 students. Details are as follows:

1. Library Service Work Experience Programme

Target group: S1 students

Objectives: (i) To allow students to shoulder responsibility, serve others and observe discipline through library service work

(ii) To let students know more about the library operation and increase students' exposure to the library so as to build their reading habits and nourish their positive attitude towards information literacy in the long run.

Implementation: The Teacher Librarian will assign S1 students to work in the library in different sessions, sessions include morning (7:45AM-8:00AM), recess (10:25AM-10:50AM), lunch (1:10PM-1:50PM) and after school (3:50PM-5:00PM) based on students' preference.

2. Share Love through Concordia Service

Led by S4 students, S1 students will take part in community service to learn how to care for and communicate with senior citizens, and build a harmonious campus.

d. Central Homework Collection Program (S1 to S5)

The aim of Central Homework Collection Program is to cultivate students' habit of handing in homework on time. Students should hand in their homework when they come to school in the morning. Those who cannot hand in their homework will need to redo their homework. S1-S5 students have to redo their homework after school. If students don't follow the instructions to redo homework, the academic department will take further action.

e. Co-curricular Activities

An activity for life:

We believe that co-curricular activities, a part of the school curriculum, can foster students' personal growth. To ensure students actively participate in various activities, each student has to enrol in one to two clubs. Students who are absent in school team training or club activities are required to take leave and inform the teacher advisor concerned or else are subject to disciplinary actions. Teacher advisors of each club will award each committee member a grade every term; class teachers will also keep abreast of their performance in co-curricular activities. As the above information will be printed on academic records, parents are encouraged to pay more attention to their child's performance in co-curricular activities.

S1 Uniform Groups

To reinforce students' discipline and spirit of service, **S1 students must join one of the following uniform groups: Scout or The Boys' Brigade, HK. As for necessary fees, financially needy students may apply for grant from the Student Activities Support Grant through the school.** The school will also grant students allowance depending on actual circumstances.

f. Arrangements of After-school Activities

After-school activities are crucial platforms for students to cultivate self-learning and potentials. To ensure effective arrangement of after-school activities and participation in a wide range of activities, students have to arrange activities properly in accordance with the After-school Activity Priority Policy (see the table below).

Monday	Tuesday	Wednesday	Thursday	Friday
Uniform Groups (Scout and The Boys' Brigade, HK)	Co-curricular activities	Christian fellowship	Academic-related programmes	Co-curricular activities

g. Charges on Re-issuance of Circulars

It is an intensifying trend that students request for re-issuance of circulars due to loss, wasting a large amount of paper for photocopying. In order to enhance students' sense of responsibility and environmental awareness, no re-issuance of circular is made free of charge. Students have to pay \$0.5 per page as copying charge.

h. Health Measures

Health is our greatest wealth. The school is committed to providing students with health information so as to help them develop healthy lifestyle.

The school has participated in 'QEF Thematic Network on Healthy Schools' established by Chinese University of Hong Kong and become a partner school, aiming at promoting health in school.

The school thereby formulated certain policies, such as:

1. Healthy Eating Policy - the school stipulates guidelines for the tuck shop and the lunch caterer, demanding them to make reference to the food pyramid principle "less meat, oil, salt and sugar plus plenty of vegetables" when providing lunch; as for snacks, 'Red Light Snacks' should be avoided and hence the school restricts students from bringing such kind of food to school.
2. The school will save and keep students' health records. (see P.21)

It is hoped that our students will become healthier through cooperation between parents and the school.

**(2) Financial Assistance Schemes**

**The School Textbook Assistance (TA) & The Student Travel Subsidy (STS) Schemes**

- a. According to the Student Finance Office (SFO), applicants submitting application for eligibility assessment in May would have been notified of the result by mail in August. Applicants who are

informed of the level of assistance mentioned in the Eligibility Certificate (EC) 2022/2023 (pink) have to complete section 2 - 4 in the EC and return it to the general office on or before 2<sup>nd</sup> September 2022 (Friday). The school will then forward the ECs to the SFO.

- b. Applicants receiving ECs after the school commencement have to complete section 2 - 4 in the EC and return it to the general office within two weeks from the issue date of the EC. In general, the SFO will not accept any ECs submitted after the deadline.
- c. If applicants have been granted school-related assistance for expenses on textbook and stationery, transport fares, etc. for the 2022/23 school year under the Comprehensive Social Security Assistance, they do not need to submit ECs to the SFO.
- d. Applicants who have any enquiries may call the SFO enquiry hotline 28022345.

### **(3) Intellectual Property Rights of Students' Works**

During study, students create innovative works with the school's resources under the guidance of teachers. The works will thereby become intellectual property of those students, which may be used for commercial use in the future. Under such circumstance, those students are entitled to the intellectual property rights of the works while the school may use the intellectual property rights concerned non-exclusively without paying patent fees but will acknowledge that the rights belong to those students. Students must abide by intellectual property regulations.

### **(4) Parental Consent for Attending P.E. Lessons**

Physical Education (PE) lessons are a part of the school curriculum and thus all students should attend. Parents should seek professional advice from doctors about whether their children can take part in PE lessons if they suffer from any health issues. If a temporary or long-term exemption from attending Physical Education lessons is needed, a valid medical certificate is required.

Please ask your child to return the reply slip (P.21) together with a medical certificate (if any) to the class teacher on or before 2<sup>nd</sup> September 2022 (Friday). It is highly appreciated if you could inform the school of any changes to your child's health condition immediately.

### **(5) Leave with Reasons**

- a. Sick leave: All students taking a sick leave have to inform the school office by phone before 8:30 a.m. on that day. They should hand in a letter signed by their parents or guardians with a doctor's medical certificate to their homeroom teacher(s) when they return to school.
- b. Absence for personal reasons: Students should submit a letter signed by their parents or guardians to the homeroom teacher prior to the date of absence stating the reasons to obtain approval from school.
- c. Students absent without proper reasons will be considered as truancy.
- d. Early leave:
  - i. If students feel unwell during school hours, homeroom teacher/the school office (2570 0331) will notify the parent or guardian. The student should hand in a letter signed by the parent or guardian with a doctor's medical certificate to his/her homeroom teacher(s) when he/she returns to school.
  - ii. No student is allowed to leave school during school hours without approval. If students request to leave school during school hours for personal reasons, they should submit a signed parent's or guardian's letter to the homeroom teacher stating the reasons before the date of early leave and obtain approval from school.

**(6) Timetable**

Students are required to arrive at school on or before 8:05am every day. Due to COVID-19, half-day timetable will be adopted and classes will end at 12:50 pm. Normal school timetable will be adopted for the resumption of whole-day face-to-face classes. Details are as follows:

	Normal School Timetable	Special Timetable		Half-day Timetable
Preparatory Bell	8:00 a.m.	8:00 a.m.	Preparatory Bell	8:00 a.m.
Homeroom Period	8:05-8:15 a.m.	8:05-8:15 a.m.	Morning Assembly/ Morning reading	8:05 - 8:30 a.m.
Morning Assembly/ Morning reading	8:15 - 8:35 a.m.	8:15 - 8:30 a.m.	First Period	8:30 - 9:10 a.m.
First Period	8:35 - 9:30 a.m.	8:30 - 9:15 a.m.	Second Period	9:10 - 9:50 a.m.
Second Period	9:30 - 10:25 a.m.	9:15 - 10:00 a.m.	Third Period	9:50 - 10:30 a.m.
Recess	10:25-10:50 a.m.	10:00 - 10:20 a.m.	Recess	10:30 -10:50 a.m.
Third Period	10:50 - 11:45 a.m.	10:20 -11:05 a.m.	Fourth Period	10:50-11:30 a.m.
Fourth Period	11:45 a.m. - 12:40 p.m.	11:05-11:50 a.m.	Fifth Period	11:30 a.m.- 12:10 p.m.
Lunch time	12:40 - 13:50 p.m.	11:50 a.m.- 12:50 p.m.	Sixth Period	12:10 - 12:50 p.m.
Homeroom Period	13:50 - 14:00 p.m.	12:50 - 13:00 p.m.		
Fifth Period	14:00 - 14:55 p.m.	13:00- 13:45 p.m.		
Sixth Period	14:55-15:50 p.m.	13:45-14:30 p.m.		
Recess	15:50 - 16:00 p.m.	--		
Seventh Period (S6 only)	16:00 - 16:45 p.m.	--		
Eighth Period (S6 only)	16:45 - 17:30 p.m.	--		

The school timetable is on a weekday basis. Only the seventh period of S6 students will adopt a 6-day cycle, students will have classes according to A-F day.

**(7) Student Code of Conduct, School Uniform & P. E. Uniform**

The School expects students to develop their personal morality and responsibility, as well as to get along with others and to maintain personal hygiene, which can be performed accordingly. It relies greatly on the support and encouragement from parents and their cooperation with the School.

Full preparation for lessons

The School strongly advises students to bring along textbooks and stationery which are necessary for classes every day. Students are also advised to bring textbooks home for revision.

Forbidden to bring non-academic materials to school

In view of students bringing school some non-academic materials such as comics and portable game consoles, which will affect their studies and even cause theft cases, the School strictly forbids students to bring non-academic materials to school. If such materials are discovered, they will be kept by the School and be collected at school by parents in person. Students are also bearing the responsibility by themselves if they report loss of such materials at school.

Cooperating with parents is vital in effective implementation of the School's Rules and Regulations. Hence, the School is keen to establish a close cooperation with parents in helping students' growth.

## General Requirements of School Uniform and Appearance

The following are the general requirements of school uniform and appearance. Students must adhere to them. Details can also be found on the school website i.e. [www.clsnp.edu.hk](http://www.clsnp.edu.hk).

- a. Students should be in full school uniform on the campus unless an announcement is made to the contrary.
- b. Students should maintain a plain, neat and healthy image at all times.
- c. Hairstyles should be neat and simple. No perming, dyeing or bleaching is allowed. Fancy appearance, nail polishing and make-up are prohibited. Accessories, such as ring, earring, ear-pin and/or other accessories are not allowed.

	Boys	Girls
Summer	Shirt: White short-sleeved point collar shirt with school badge, completely button up (except the top button). The shirt must be tucked in at all times. (Must wear white undershirt with no logos or patterns.)	Dress: Beige school dress with school badge embroidered on the left chest. The buckle must be fastened at all times. The dress should be long enough to cover the knees. (Undergarment must not be exposed or visible.)
	Trousers: Long straight beige trousers and a black belt. (Width of the leg opening should be from 16 inches to 18 inches.)	
School jacket and sweater : Black and purple school jacket and Grey V-shaped school sweater with school logo.		
Winter	Shirt: White long-sleeved point collar shirt and grey striped school tie, completely buttoned up. The shirt must be tucked in at all times. (Must wear white undershirt with no logos or patterns.)	Shirt: White long-sleeved point collar shirt and grey striped school tie, completely buttoned up.
	Trousers: Long light grey trousers and a black belt. (Width of the leg opening should be from 16 inches to 18 inches.)	Dress: Light grey school dress with school badge embroidered on left chest. The buckle must be fastened at all times. The dress should be long enough to cover the knees.
School jacket and sweater : <b>Black and purple school jacket and Grey V-shaped school sweater with school logo.</b>		
When the Hong Kong Observatory issues the cold weather warning, students are allowed to wear, in addition to school uniform, down outerwears, Chinese jackets or thick coats of plain grey, black or blue. Scarves in plain grey, black or blue can also be worn.		
Shoes	For normal school days, round-toe black leather shoes with no pattern. For school days with PE lessons, sport shoes mainly white in colour should be worn.	
Socks	School socks/ white socks with no logos or patterns. Ankle socks or footie socks are NOT allowed.	In Summer: School socks/ white socks with no logos or patterns. In Winter: Grey socks with no logos or patterns. Ankle socks or footie socks are NOT allowed.
Hairstyle	Hair should not reach eyebrows, ear and collar.	Hair longer than shoulder-length should be tied up. Fringes should be kept off their faces and should not touch the eyebrows and the ears.
	Boys must be cleanly shaved.	---
Perming, dyeing and bleaching are not allowed. All hairdressing products, such as gel and mud, are not allowed.		

Please refer to P.8 for details.

#### 4. PE uniform

	Boys	Girls
T-Shirt	The T-shirts are in four house colors: yellow, red, green, and blue, representing the four houses of Matthew, Mark, Luke, and John. Students are asked to wear the T-shirt for PE in the colour of their house.	
Sports trousers	Black school sport pants with school logo. Shorts: white sport shorts. (self-arranged)	Black school sport pants with school logo. Shorts: blue sport shorts. (self-arranged)
Sport shoes	Mainly white in colour.	
Students should wear the PE uniform only on days with PE lessons		

Students should wear school uniform or school PE uniform when attending school activities. On occasions when students are allowed to have casual wear for their activities, they should adhere to the following casual dress guidelines:

- a. All clothes should be plain and neat;
- b. T-shirt or shirt, long jeans or long pants (black/blue) and sports shoes are advised;
- c. Do not wear vest, leggings, hot pants or short skirts; do not wear sandals, high-top shoes or high heels; do not wear accessories;
- d. No make-up will be allowed;
- e. Students must adhere to the 'General Requirements of School Uniform and Appearance' for hair style requirement.

Concordia Lutheran School - NP  
General requirements of school uniform and appearance

Hair styles should be tidy. Hair should not reach eyebrows, ears and collar. Boys must be cleanly shaved.

Shirt: White short-sleeved point collar shirt with school badge, completely button up (except the top button). The shirt must be tucked in at all times. (Must wear white undershirt with no logos or patterns.)

Trousers: Long straight beige trousers and a black belt. (Width of the leg opening should be from 16 inches to 18 inches.)



No dyeing or bleaching is allowed. All hairdressing products, such as gel and mud, are not allowed.

School sweater: Grey V-shaped school sweater with school logo.

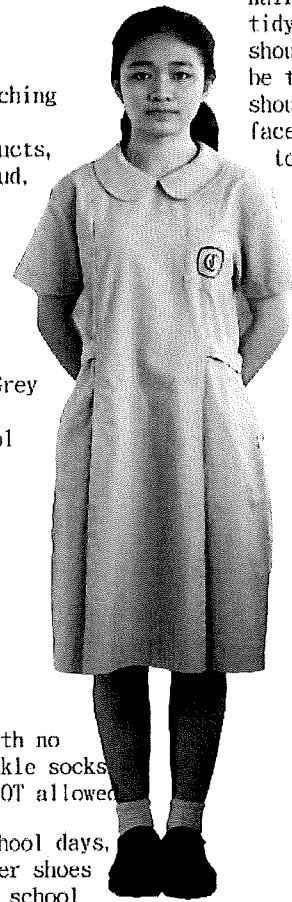
Socks: White socks with no logos or patterns. Ankle socks or footie socks are NOT allowed.

Shoes: For normal school days, round-toe black leather shoes with no pattern. For school days with PE lesson, sport shoes mainly white in colour should be worn.

Hair styles should be tidy. Hair longer than shoulder-length should be tied up. Fringes should be kept off their faces and should not touch the eyebrows and the ears.

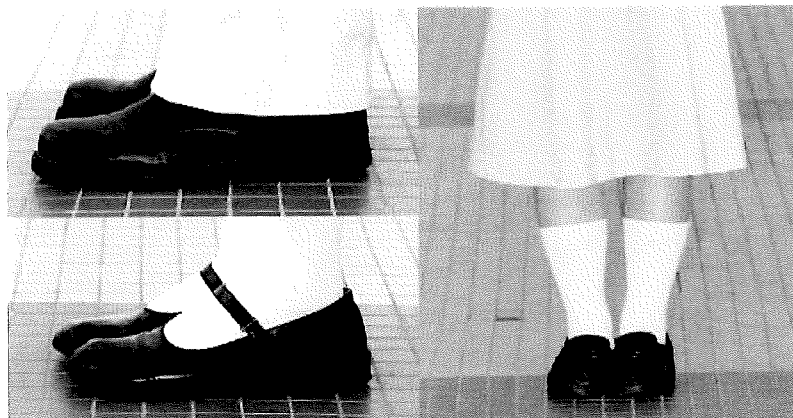
Dress: Beige school dress with school badge embroidered on the left chest. The buckle must be fastened at all times. (Undergarment must not be exposed or visible.)

The dress should be long enough to cover the knees.



For boys: Hair should not reach eyebrows, ears and collar. Boys must be cleanly shaved.

For girls: Hair longer than shoulder-length should be tied up. Fringes should be kept off their faces and should not touch the eyebrows.



For normal school days, round-toe black leather shoes with no pattern.

The dress should be long enough to cover the knees.



**(8) Miscellaneous Fees**

New students of 2022-2023 have to pay for the Student ID Card.

\*To avoid any loss or theft, students should avoid bringing too much cash to school and the School encourages parents to pay by cheque. Please make it payable to "The IMC of Concordia Lutheran School - North Point" and put down student's name and class at the back of the cheque.

Book (A)	Price (\$)	Quantity	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Single line exercise book	3.50	14/17	49.00	49.00	59.50	49.00	49.00	49.00
<b>Subtotal(\$)</b>			<b>\$49.00</b>	<b>\$49.00</b>	<b>\$59.50</b>	<b>\$49.00</b>	<b>\$49.00</b>	<b>\$49.00</b>
Texbook (B)	Price (\$)	Quantity	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Student Handbook	12.00	1	12.00	12.00	12.00	12.00	12.00	12.00
Yearbook#	60.00	1	60.00	60.00	60.00	60.00	60.00	60.00
Lutheran Education (S1 to S6)	17.00	2	34.00	34.00	34.00	34.00	34.00	34.00
Praise - Lutheran Song Book	78.00	1	78.00	----	----	----	----	----
New Treasure Plus (S1/S2/S3)	309.00	1	309.00	309.00	309.00	----	----	----
Connecting Chinese	135.00/153.00	1/2	270.00	----	270.00	----	----	153.00
Finding Your Colours of Life	15.00	1	----	----	15.00	----	----	----
Career Mapping	27.00	1	----	----	----	27.00	----	----
<b>Subtotal(\$)</b>			<b>\$763.00</b>	<b>\$415.00</b>	<b>\$700.00</b>	<b>\$133.00</b>	<b>\$106.00</b>	<b>\$259.00</b>
Administration Fee (C)	Price (\$)	Quantity/Period	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Smart Card	40.00	3yrs	40.00	----	----	40.00	----	----
Student Union Fee	25.00	1	25.00	25.00	25.00	25.00	25.00	25.00
PTA Fee	25.00	1	25.00	25.00	25.00	25.00	25.00	25.00
Air-conditioning Fee	300.00/200.00	1	300.00	300.00	300.00	300.00	300.00	200.00
Tong Fai	340.00	1	----	----	----	340.00	340.00	340.00
<b>Subtotal(\$)</b>			<b>\$390.00</b>	<b>\$350.00</b>	<b>\$350.00</b>	<b>\$730.00</b>	<b>\$690.00</b>	<b>\$590.00</b>
Others (D)	Price (\$)	Quantity	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Art Fee (PTA Sponsor)	100.00	1	0.00	----	----	----	----	----
eClass iPortfolio Account	60.00	1	----	----	----	60.00	----	----
Printing Fee	50.00	1	----	----	----	----	50.00	----
Sport Shirt (F.1)	50.00	1	50.00	----	----	----	----	----
Plastic File (English)	3.00	3	9.00	9.00	9.00	9.00	9.00	9.00
Plastic File (Life Education)	3.00	1	3.00	3.00	3.00	----	----	----
Plastic File (IH/CS/LS)	3.00	3/2	9.00	9.00	9.00	9.00	9.00	6.00
Clear holder (40 Pages/Chinese)	12.00	2	24.00	24.00	24.00	24.00	24.00	24.00
Clear holder (40 Pages/IH/CS/LS)	12.00	1	12.00	12.00	12.00	12.00	12.00	12.00
<b>Subtotal(\$)</b>			<b>207.00</b>	<b>57.00</b>	<b>57.00</b>	<b>114.00</b>	<b>104.00</b>	<b>51.00</b>
<b>Total\$(A+B+C+D)</b>			<b>\$1,309.00</b>	<b>\$871.00</b>	<b>\$1,166.50</b>	<b>\$1,026.00</b>	<b>\$949.00</b>	<b>\$949.00</b>

#If the student has brother(s) or sister(s) studying in the School, they can just buy one yearbook and pay only one portion of Parent-Teacher Association Fee.

### (9) Homework policy

Academic excellence is one of our school's main concerns. In addition to the regular lessons and supplementary tutorials, appropriate homework given to the students can play a very important role in learning.

Homework can strengthen the regular lesson learning, inspire self-directed learning and foster the family and school relationship.

In order to provide our parents' better understanding of our school homework policy, the homework requirement of each subject is denoted in the appendix. Parents are urged to help the students to develop a good learning habit to finish the homework every day. The homework details can be checked every day using eClass Parent App.

#### Homework Requirement (Junior Form)

Subject	Type of Homework	Frequency
English	Lesson preparation, online learning & post-lesson exercises (e.g. reading aloud, grammar exercises, reading comprehension, etc.) Vocabulary Free writing & writing Extensive Reading Programme Newspaper journal / newspaper reading test Grammar quizzes / dictation / other tests Listening & integrated skills (Parts A & B) Project learning (S1-2)	Every day / after each lesson  At least once for each unit At least once for each unit At least once a month 2 times per term At least once for each unit At least once for each unit Once an academic year
Chinese	Lesson preparation / post-lesson exercises / dictation / quiz / reading aloud / presentation Unit assessment Writing Worksheet	Everyday / at least once a week  At least once for every unit At least once for every unit After every activity
Mathematics	Homework (checked by teacher) Homework (marked by teacher) Quiz or test	After every lesson 3 times every 2 weeks At least once for each unit
Chinese History	Worksheet	After each lesson/5-6 times per term
Integrated Humanities	Worksheet (Lesson preparation & post-lesson exercises) Quizzes Reading Project (Written/Oral)	At least 1 for 1-2 units  After 1-2 units (at least 2 times per term) Once an academic year
I.S.	Workbook / Web-based learning  Lesson preparation: Pre-lesson exercise / worksheet	Once after each section (4 times in each term) *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have 2 times per term.  Once before each new section (4 times per term) *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have once per term.

	Worksheet / learning diary	Once per week (4 times per term) *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have once every 4 weeks.
	Newspaper cutting exercise/project report/reading reports	Once per term *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have one time per year
Computer Literacy	Online Exercises(Application & Theory)	Complete classwork during class time; students may finish their exercises at home. At least twice for each unit (2 times in each term)
Visual Arts	Artwork appreciation and creation	Complete classwork during class time; students may finish their artwork at home or stay after school to conduct extended learning activities in the Visual Arts Room.
Ethics & Religion	Workbook	Once for each unit (Around 3 times per term)
Music	Workbook	Once for each unit (Around 3 times per term)

In addition to the basic homework requirements mentioned above, students are required to have daily revision and regular library books reading to broaden their knowledge and increase their self-learning abilities.

### Homework Arrangement (Senior Form)

Subjects	Type of Homework	Frequency
English Language	Lesson preparation, online learning & post-lesson exercises (e.g. reading comprehension, vocabulary building, group discussion, etc.) Reading practice Writing (Parts A & B) Newspaper journal / newspaper reading test Reading & SBA programme (print / non-print)  Listening & integrated skills (Parts A & B) Short quizzes / dictation	Everyday / after each lesson  At least 4 texts per term At least once for each unit respectively 2 times per term Follow teacher's instructions S4: 1 time per year S5: 2 times per year S6: 1 time per year At least 4 tasks per term respectively Once every 2 weeks
Chinese Language	Lesson preparation / post-lesson exercises / dictation / quiz / reading aloud / presentation Unit assessment / (reading and listening) Writing Worksheet	Everyday / at least once a week  At least once for every unit At least once for every unit After every activity
Mathematics	Homework (checked by teachers) Homework (marked by teachers) Quiz or test	After every lesson Once every week At least once for each unit (around 5 times per term)
M1	Homework (checked by teachers) Homework (marked by teachers) Quiz or test	After every lesson Once every 2 weeks At least once for each unit (around 3 times per term)
Citizenship and Social Development / Liberal Studies	Quizzes Exercise Project Learning	Once after 1-2 units / at least 2 times per term Once after each unit Once (S5)
History	Data-based questions / Essay Reflections (for lessons / controversial topics) Book Report	Once for each chapter (3-4 times per topic) One for each sub-topic (2-3 times per term) First or Second Term
Geography	Lesson preparation / note taking Worksheet Short quiz Issue-based questions / newspaper journal Field study report Book report	Every day/ after each lesson Once a week 2 times for each unit (3 times per term) After each unit (Once per term) After field study (Once in an academic year) Once in an academic year
Economics	Lesson preparation worksheets/Post-lesson worksheets or exercises Tests Project Book report	Once a week  2-3 times per term Once an academic year (S4) Once an academic year (S4 and S5)
BAFS	Lesson preparation Exercise/ worksheet Quizzes Book report	Once or twice a week Once or twice a week Once after each Chapter Once in an academic year (S4)
Physics	Experiment report Homework exercise/ worksheet Online Self learning exercise  Project/ book report	Once after each chapter (3 times per term) Once a week Once after each chapter (approx. twice each term) Once a year

Chemistry	Experiment report Homework exercise/ worksheet Self-learning/ Google Classroom exercise Project/ book report/ reading report	Once every two weeks Once a week Once after each chapter (approx. 4 times each term) Once a year
Biology	Experiment report Homework exercise / worksheet Self-learning / Google classroom exercise Project / book report	Once for each unit (twice per term) Once a week Once for each unit (twice in each term) Once a year
Tourism & Hospitality	Homework Short quizzes Projects Menu design Book report	Once a week 2 - 4 times per term Once an academic year (S4 & S5 only) Once an academic year (S5 only) Once an academic year (S4 & S5 only)
Visual Arts	S4 - Classwork and exploration of various forms of visual arts S5 - SBA : 2 pieces of artwork and Critical studies and research workbook S6 - SBA : 2 pieces of artwork and Critical studies and research workbook	3 times a year Once a year Once a year
Integrated Arts	Movie Appreciation and Criticism	3 times per term
ICT	Lesson preparation Book exercises/Worksheets Quizzes Project	Once for each unit (5 times per term) Twice for each unit (10 times per term) Once for each unit (5 times per term) Once an academic year (S4 only)
Ethics & Religion	Workbook	Once after each unit (2 times per term)
Physical Education	Fitness training Book exercises / Worksheets Quizzes	Once a week Once for each unit At least once after every unit

In addition to the basic homework requirements mentioned above, students are required to have daily revision and regular library books reading to boarden their knowledge and increase their self-learning abilities.

(10) **Arrangements under Inclement Weather Conditions**

A. Radio and television announcements

Before 6:15 a.m., you should refer to radio and television announcements in respect of schools and public examinations.

B. Tropical cyclones

1. When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued, the school will be closed.
2. When the school is in session in time of Tropical Cyclone Warning Signal No. 1 or No. 3 but adverse situation is likely to develop quickly, EDB will announce suspension of classes accordingly. Students should be kept in the school until safe and proper arrangements have been made for them to return home.
3. When classes resume following the lowering of typhoon signals, EDB will make appropriate public announcement accordingly. If parents consider that local weather, road or traffic conditions at that time have yet to resume normal and hence refrain from sending their children to school, allowance will be given to their children for absence from school.

C. Heavy persistent rain

1. When Red or Black Rainstorm Warning Signal is in force, attention is drawn to the following arrangements:
  - a. Before the school starts - classes will be suspended. Students should stay home.
  - b. When students have already set out for school - students should normally proceed to the school if road or traffic conditions ahead are safe. There will be staff at school looking after the students. Students should remain in school until conditions are safe for them to return home.
  - c. When the school is in session - students should remain in school until the end of school hours and conditions are safe for them to return home.
2. During heavy persistent rain and thunderstorm, the school may remain in session. If parents refrain from sending their children to school taking into account of local road or traffic conditions, allowance will be given to their children for absence from school.

(11) **Parent - School Communication**

All letters issued to parents by the school are **printed with newsprint paper**. If there is any enquiry about the content of the parent-letter, please contact the school (Tel: 2570 0331, 2570 0332). Parent-letters can be found on school website (<http://www.clsnp.edu.hk>) or can be checked through eClass Parent App.

## (12) Application for Activation / Renewal of "Student Status" on a Personalised Octopus

From the new academic year onwards, MTR has launched a new measure. Students can renew or apply for a Personalised Octopus with student status in just a few simple steps. These include submitting an online application on the MTR Mobile app or the MTR website and then launching the "Student Status" completion process on the Octopus App. The relevant electronic platform will be launched from 9:00 a.m. on the "Back-to-School Day" on September 1.

### Application Steps :

1. Turn on MTR Mobile to select "Student Travel Scheme" or go to "MTR Student Travel Scheme" Website
2. Select "New Application" or "Renewal Application"
3. Read the relevant Personal Information Collection Statement and other terms and conditions
4. Fill in the school information, personal information, etc
5. Upload a photo of the student identity card to verify identity (if Secondary One students have not received the student ID card, they can submit the photos later)
6. New applicants are required to upload a colour passport-sized photograph
7. If you are under the age of 18, you need to fill in the guardian information

**MTR Student Travel Scheme 2022/23**

It's School Time! Install the Mobile Apps and prepare your Student Identity Card (ID)\*

Easy Steps for Application

\*or other Student Identity Proof

### Renewal Application / New Application WITH a Personalized Octopus with photo

**step 1** **Successfully Approved**

- Submit application & upload Student ID\* via MTR Mobile

**step 2**

- Receive confirmation email
- Pay \$20 application fee & activate "Student Status" via Octopus App

### New Application WITHOUT a Personalized Octopus with photo

**step 1** **Successfully Approved**

- Submit application & upload Student ID\* via MTR Mobile
- Pay \$90 application fee via MTR Mobile

**step 2**

- Receive letter from Octopus Card Ltd. with new Octopus
- Activate new Octopus via Octopus App

**New** **New** **More payment choices!**

**Aug 18** Start accepting online applications!

(13) **Guidelines on Prevention of Influenza and Communicable Diseases in School**

According to the announcement of the Centre for Health Protection (CHP) of the Department of Health (DH), some Communicable Diseases such as dengue fever, seasonal influenza, chickenpox, hand, foot and mouth disease (HFMD) and scarlet fever may occur in institutions and schools from time to time.

1. Before the commencement of the new school year, we have thoroughly cleaned and disinfected the school premises. We would urge all students/staff members to pay attention to their personal hygiene and environmental hygiene of the school.
2. To safeguard students' health, parents are urged to maintain a hygienic household, and co-operate with us by reminding students to observe personal hygiene and keep schools hygienic. In this connection, you are kindly requested to take the following measures:
  - Seek medical advice as soon as possible if your children develop symptoms of diarrhoea, vomiting and skin rash. If symptoms such as fever, sore throat or cough are developed, they should put on a mask immediately and seek medical care from doctors as soon as possible. Please also notify the school and let the children stay at home for rest until symptoms have improved and fever has subsided for at least 2 days, or follow the medical advice on sick leave, whichever is longer.
  - Students with HFMD should be excluded from schools until fever has subsided and all the vesicles have dried and crusted. As an extra precaution, students with EV71 infection are advised not to go to school for another two weeks after all symptoms subsided.
  - Inform school immediately if children are sick or have been admitted to hospital for surveillance.
  - Co-operate with schools by picking up children not feeling well from school and consulting the doctor immediately.
  - Provide children with handkerchiefs or tissue papers and remind them not to share towels or tissue papers with others.
  - Remind children to keep hands clean, cover nose and mouth while sneezing or coughing and dispose used tissue paper properly.
  - Before sending children to school, parents should ensure children have taken body temperatures and undergone RAT, and bring the "Record Sheet for Body Temperature and Rapid Antigen Test" signed by parents which should be handed to the school every day.
3. In case of any students being absent due to sickness, we would provide learning support for them as far as possible so that their learning progress would not be affected.
4. We would like to appeal to parents for collaboration in order to maintain a clean and healthy living environment. Please also remind your children to pay attention to personal hygiene and to take Communicable Diseases preventive measures.



## (14) Support to Parents of Student – Call to Care



Lutheran Parents Hotline was established in October 2006 and it was the first free 24 hours hotline for parents for our ministry in family life education, social services and spreading the gospel. It aims to provide parents with comprehensive support for their needs in body and soul as well as parental education.

This hotline provides 24 hours free recorded program, parents can also enjoy the free program by downloading the “Lutheran Parents Hotline” App to their i-phone or android mobile phone from the website [www.lutheranhotline.hklss.hk](http://www.lutheranhotline.hklss.hk). Hotline services content includes :

### (I) Counseling services of Social Worker (call 3622 1111 press 0)

- ☎ Registered social workers provide immediate emotional support and counseling for parents
- ☎ Service Hours: Mondays, Wednesdays and Fridays 10am to 12pm while Tuesdays, Thursday 4pm to 6pm

### (II) WhatsApp Counseling Service (Tel : 91846267)

- ☎ Parents leave messages and share parenting questions anytime and social worker will reply directly during the duty period.

### (III) 24 hours recording information content (call 3622 1111 press 1 - 5)

- ☎ Provide five program channels including parenting education, communication skills with children, mental health, social hot issue and other topics

### (IV) Hotline publication

- ☎ 2 copies of hotline publication per year, so that schools and parents can know our services more easily, and get more parenting knowledge and information

***Service Period is from September to August next year, parent should fill in again the registration form next year if they would like to continue to join the programme.***

## Registration letter for 「Active Care Program」

School Name: Concordia Lutheran School – North Point

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_

I \_\_\_\_\_ (parent's name) will / will not join “Parental Support Service of the 「Active Care Program」”.

\* If you would like to join the program, please  the following items: (you can tick more than one)

- I would like to receive regular updates on the latest Lutheran Parents Hotline through SMS
- I hope that the "Lutheran Parents Hotline" staff will call and pray with me
- I hope that the "Lutheran Parents Hotline" staff will pray for me the following thing:

\_\_\_\_\_

### **Details of Parents** (Please the correct one)

Past registration record :  Have registered  Never registered

Mobile: \_\_\_\_\_ (for SMS message) Home no.: \_\_\_\_\_

Religion:  Christian  Catholic  Buddhist  No religion  Other: \_\_\_\_\_

~ The above personal information is only for Lutheran parents hotline ~

**(15) Student Activities Support Grant**

To achieve the aims of whole-person development, students are encouraged to participate in a variety of life-wide learning activities organized by school. Students with financial difficulties could apply for the captioned Grant to subsidise their activity fees if they are receiving "Comprehensive Social Security Assistance" (CSSA), full grant under School Textbook Assistance Scheme, (STAS-Full) or have genuine financial difficulties.

To Principal,

Application for the 2022-2023 Student Activities Support Grant

I want to apply for the captioned grant to subsidy my child's activity fees organized by school.

I am now

- receiving "Comprehensive Social Security Assistance" (CSSA, with supporting documents), or
- receiving full grant under School Textbook Assistance Scheme (STAS-Full), or
- applying for School Textbook Assistance Scheme, and the result is unknown (Please submit the approval letter to the school office ASAP), or
- have genuine financial difficulties (such as unemployment, drastic reduced income etc. Please provide supporting documents and the school would consider on individual basis.)

I do not need to apply for the captioned grant.

Parent's Signature : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

Student's name : \_\_\_\_\_

Class: \_\_\_\_\_ no: \_\_\_\_\_

Date : \_\_\_\_\_

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*For Homeroom teacher's use*

If the student has financial difficulties, please review student's family background and give appropriate recommendation.

accepted       not accepted

Reason : \_\_\_\_\_

Homeroom teacher's signature: \_\_\_\_\_

Date : \_\_\_\_\_

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*For School use*

accepted       not accepted

Reason : \_\_\_\_\_

Teacher-in-charge's signature: \_\_\_\_\_

Date: \_\_\_\_\_

(16) **Student Health Service**

The following 2 documents will be distributed on 2<sup>nd</sup> September 2022 (Friday). Please complete the form and return it on or before 6<sup>th</sup> September 2022 (Tuesday) via your child.

1. Notes to Parents / Guardians from The Department of Health
2. The Form for Participating Students' Health Services and Consent Form.

(17) **Staying at School for Lunch (S1-2) (Applicable for whole-day school)**

S1 & S2 students should stay at school for lunch. Students can place order for lunch boxes in school, or bring their own lunch. If students would like to have lunch at home as they live nearby, they should write to inform the school to get approval.

The School has chosen Asia Pacific Catering Corporation Ltd. as the vendor of lunch boxes, and each lunch box is **charged at \$20**.

(18) **English Extensive Reading Programme (S1-3)**

Reading is power! In order to cultivate a reading culture in our school, the English Department has launched a reading programme called English Extensive Reading Programme (ERP). English teachers will take all S1-3 students to the school library to check out English books or conduct online reading at least once a month. After reading the books, students have to complete a reading log or online reading comprehension exercises and submit them to their teachers. Awards and certificates will be presented to students of satisfactory performance.

Starting date of the programme: 23<sup>th</sup> September 2022 (Friday)

(19) **Personal Data (Privacy) Ordinance**

In order to better understand the needs of students and strengthen support for them, our school will collect students' personal information as reference for the use of counseling and discipline. Data collected includes text records (counseling case records and interview records) or videos (CCTV), etc. and will only be used by the Discipline and Guidance Department for student development affairs and will be discarded at the end of the academic year according to the Personal Data (Privacy) Ordinance. If the personal data has to be recorded in the Secondary Education Management Information System (SEMIS) of the Education Bureau, or has to be transferred to other schools or organizations, the school will inform the parents separately. If parents have any opinion on the data collection issue, please contact Ms Rebecca Wong via 2570 0331.

**(20) Abiding Grace Lutheran Church Supporting Ministries**

Dear Parents/ Guardians,

Abiding Grace Lutheran Church is devoted to support Concordia Lutheran School – North Point in delivering the Whole Person Christian Education by providing different Christian Faith Supporting Ministries. We trust that the enlivened and enriched learning experiences and the opportunities to apply what students have learned will not only enhance their interest in learning, but also help them develop positive values and attitudes, enhance their spirit to serve and sense of responsibility, and foster positive thinking and good character.

**1. Learning and Support Classes**

Aim : To give additional supports/“add on” interventions for students with persistent learning or adjustment difficulties through small group tutoring.

Date : Every Sunday  
Time : 9:30 – 10:30a.m.  
Fee : Free

**2. Christian Life Planning Small Group Activities**

Aim : In the Life planning process, through the Christian Faith Small Group and other activities, cultivating students’ ability to know themselves, to plan, to set goals and to reflect and to recognize and link up the various paths of further study and employment according to the will of the Lord.

Date : Every Saturday  
Time : 5:00 – 6:00p.m.  
Fee : Free

**3. Community Care Program**

Aim : Make good use of the time after lessons, under the guidance of church teachers, lead students to become big brothers and sisters of kindergarten and primary students, follow the example of Christ, turn love into action, and care for children's physical, mental and spiritual growth.

Date : Every Saturday  
Time : 3:00–5:00p.m.  
Fee : Free

**4. Sunday Worship Service**

Aim : Christians worship the Lord in spirit and truth, through the Word and Sacrament, the faith is then renewed and deepened.

Date : Every Sunday  
Time : 11:00a.m. – 12:15p.m.  
Fee : Free



Abiding Grace Lutheran  
Church Website  
( Scan the QR Code  
to discover more. )

We welcome Christians and not yet Christians to participate. For enquiries, please contact Ms. Libby CHAN. (Tel: 2570 0331)

May the blessings of God be with you and your family!

Rev. KWAN Ying Leong, Simon  
Chaplain of Concordia Lutheran School – North Point  
Senior Pastor of Abiding Grace Lutheran Church

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( Reply Slip )

Dear School Chaplain Rev. KWAN :

I \*have/ do not have the interest to take part in the activities below (Please tick below, may more than one, if applicable):

- 1 Learning and Support Classes
  - 2 Christian Life Planning Small Group Activities
  - 3 Community Care Program
  - 4 Sunday Worship Service
  - 5 Other Church Gatherings
- \*Please delete where appropriate

Name of Student : \_\_\_\_\_

Signature of Parent/ Guardian : \_\_\_\_\_

Name of Parent/ Guardian : \_\_\_\_\_

Contact Telephone Number : \_\_\_\_\_

Date : \_\_\_\_\_

The information provided by you will be used on the above activities. Any data access request or data correction request may be made to us at [info@abidinggrace.hk](mailto:info@abidinggrace.hk).

**(21) Student Health Record**

Student Health Record  
(To be Filled by the Parent / Guardian)

RESTRICTED – All information provided will be used for school record only.  
In case of emergency, I agree to pass the following information to the medical officers so that my child can receive proper medical treatment.

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ ( ) Gender: M / F  
DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy) Name of Parent / Guardian: \_\_\_\_\_  
Emergency Contact No.: \_\_\_\_\_

1. If the student has suffered from the following illnesses, please put a tick in the box on the left of the related illness and provide relevant information.

Please √	Name of illness	Age at the onset of disease	Relevant information
	G6PD deficiency 六磷酸葡萄糖脫氫酵素缺乏症		
	Bronchial asthma 哮喘		
	Epilepsy 腦癇症		
	Fits due to fever 高熱引致抽搐		
	Kidney disease 腎病		
	Heart disease 心臟病		
	High blood pressure 高血壓		
	Hearing defect 聽覺不健全		
	Tuberculosis 肺結核		
	Haemophilia 血友病		
	Anaemia 貧血		
	Other blood disease 其他血病		
	Mental Illness 精神病 (Please specify: _____)		
	Allergy to drugs 藥物敏感 (Please specify: _____)		
	Operation 手術 (Please specify: _____)		
	Others 其他		

2. I GRANT / DO NOT GRANT permission for my child to take part in both Physical Education lessons and physical activities.

- \*He / She is healthy and able to take part in Physical Education lessons and physical activities.
- \*He / She is not able to take part in Physical Education lessons. Relevant medical certificate is attached for your information and retention.  
Reason: \_\_\_\_\_
- Please exempt \*him/her to take part in Physical Education lessons and physical activities from \_\_\_\_\_ to \_\_\_\_\_. Relevant medical certificate is attached for your information and retention. He/she can take part in Physical Education and physical activities afterwards.

**\*Please delete as inappropriate**

Parent/Guardian's Name : \_\_\_\_\_  
Parent/Guardian's Signature : \_\_\_\_\_

**(According to the Personal Data (Privacy) Ordinance, the information obtained from this form is only for the School's internal use only)**

## **(22) Overview of Co-curricular Activities**

1<sup>st</sup> September 2022

Dear Parents,

In order to promote students' personal as well as social development, our school offers a wide variety of co-curricular activities which definitely can cater for the diverse needs of every child. According to our 'One Life, One Activity' policy, all Secondary One to Five students must participate in at least 1 school club or sports team. Please kindly study the following guidelines with your children while choosing their co-curricular activities. Enclosed you may also refer to the Overview of Co-curricular Activities for your easy reference. For further details, you may contact the club advisor(s).

General Guidelines:

1. Students who are successfully admitted are not allowed to withdraw.
2. The registration period is from 1st to 30th September. Late applications will not be accepted .
3. All Secondary One students must participate in a uniform group. They can take part in one more co-curricular activity only (except the club(s) exempted).
4. All Secondary Two to Five students must participate in one but not more than two co-curricular activities (except the club(s) exempted).
5. Due to the tight study schedule, all Secondary Six students can decide on their own discretion whether they should participate in co-curricular activities.
6. All applications will only be considered with the signature of the club advisor(s).
7. All students must submit the application form to their homeroom teachers by 9<sup>th</sup> September.

Yours faithfully,



Dr. Leung Cheuk Fun  
Principal

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### **2022-2023 Co-curricular Activities Application Form**

Dear Principal,

I agree / disagree that my child [Name: \_\_\_\_\_ / Class: \_\_\_\_\_ ( )] participate in the co-curricular activities offered by your school. Please kindly refer to the following table with the signature of the club advisor(s):

Club	Club Advisor	Signature of Club Advisor

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date : \_\_\_\_\_

## (22) Overview of Co-curricular Activities

### Overview of Co-curricular Activities

	Club Advisor (Location)	Committee Members	Club Members	Audition/ Selection	Day of Meeting	Venue	Fee
Student Union	Ms. Li Lai Ying (T01)	✓			Upon notification	/	Free of charge
Matthew House	Ms. Law Kwan Wai (T03)	✓			Upon notification	/	Free of charge
Mark House	Mr. Lee Pui Yeung (503)	✓			Upon notification	/	Free of charge
Luke House	Ms. Ho Ka Wai (T03)	✓			Upon notification	/	Free of charge
John House	Mr. Liu Ping Fai (T02)	✓			Upon notification	/	Free of charge
Students' Fellowship	Ms. Chan Wai Yan (T04)	✓	✓		Wed	Abiding Grace Lutheran Church	Free of charge
Community Youth Club	Ms. Wong Fung (T02)	✓	✓		Upon notification	/	Free of charge
Library Club	Mr. Ngai Wing (511)	✓	✓		Upon notification	Library	Free of charge
Chinese Club	Ms. Fong Ka Yi (T02)	For interested parties, please contact the club advisors or pay attention to the club announcements.					
English Club	Mr. Lau Siu Ning (T04)						
Table Tennis Team	Mr. Wong Chi Yung (503)			✓	Tue	Hall	Fee Charged
Girls Basketball Team	Mr. Ko Yuk Hang (T02)			✓	Fri	Hall	Deposit
Boys Basketball Team	Mr. Ko Yuk Hang (T02)			✓	<b>A Grade:</b> Mon Wed Sat <b>BC Grade:</b> Thur Fri	Hall	Deposit
Football Team	Mr. Hui Nam Chung (T03)			✓	Tue	Service Reservoir Playground	Deposit
Badminton Team	Mr. Choi Kam Wai (T01)	✓	✓		Tue	Hall	Deposit
Boy Scout	Ms. Tsang Yee Ting (T03)	✓	✓		Mon Sat	G/F	Deposit
The Boys' Brigade, HK	Ms. Chan Wai Yan (T04)	✓	✓		Mon Sat	Abiding Grace Lutheran Church	Deposit
Music Club	Mr. Li Hin Jan (T03)	✓	✓		Upon notification	Music Room	Fee Charged
Dance Club	Ms. Lai Siu Ngai (T01)	✓	✓		Tue	711	Fee Charged
Baking Club	Ms. Kwong Lai Sheung Allison (T01)	✓	✓		Fri	M02	Fee Charged
Photography Club	Mr. Wong Ho Wai Howard (T04)	✓	✓		Upon notification	/	Deposit
AI and Innovation Technology Club	Mr. Chiu Tsz Cheuk (T02)	✓			Upon notification	712	Deposit
Amazing Brick Club	Mr. Ma Sai Chong (701)	✓	✓		Tue	Room 603 (STEM Lab)	Deposit
Model Production Studio	Mr. Lai Yan Lun (507)	✓	✓		Mon	Room 603 (STEM Lab)	Deposit

**(23) Application for Student's Locker (S4-6)**

1<sup>st</sup> September 2022

Dear Parents / Guardians,

As to reduce the weight of the school bags of S4 to S6 and to train students for tidying their school bags, bringing suitable textbooks and exercises for homework and assignments, the School will provide them with lockers. If S4 to S6 students would like to borrow lockers, please fill in the reply slip and submit it to respective homeroom teachers on or before 14<sup>th</sup> September 2022 (Wednesday). "The Rules and Regulations of Using Student's Locker" are attached for appropriate and effective use of lockers. If there is any enquiry, please contact respective homeroom teachers through 2570 0331.

Yours faithfully,



Dr. Leung Cheuk Fun  
Principal

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**Application for student's locker**

**Reply Slip**

**(Please return the reply slip to Homeroom teacher on or before 14<sup>th</sup> September 2022 (Wednesday))**

Dear Principal,

I acknowledge the receipt of this notice dated 1<sup>st</sup> September 2022. I \*allow / do not allow my child to apply for the locker, and will urge students to follow the rules and regulations of using student's locker, train students for utilizing the use of lockers and tidying their school bags.

Name of student: \_\_\_\_\_ Class: \_\_\_\_ ( )

Name of parent / guardian: \_\_\_\_\_

Signature of parent / guardian: \_\_\_\_\_

Contact number of parent / guardian: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please delete as appropriate



## The Rules and Regulations of Using Student's Locker

### Regulations of using student's locker

1. Each S4 to S6 students are allowed to apply for using the school locker. Applicant must fill in the statement and agree to the 'Regulations of using School Lockers'.
2. Only the applicant's personal materials can be stored in the locker. The locker must not be shared with other students.
3. Students should prepare for their own locks.
4. The lockers are the property of the School. Approval should be obtained from the School for using the lockers and a set of back-up keys have to be handed in to the School.
5. The lockers are the property of the School, students could not damage the lockers or change the appearance of the lockers, including putting on stickers, drawings or
6. If the locker is damaged or any personal materials are lost, students must report to their homeroom class teacher at once.
7. Lockers should not be used during class period.
8. Students should empty their lockers and remove the lock before examination period and long holidays, i.e., Christmas holiday, Lunar New Year holiday, Easter holiday and Summer holiday.
9. Report to homeroom teachers in case empty lockers are used without permission.
10. Lockers will be inspected, with the presence of the user, regularly in order to maintain the proper uses of the school regulations.
11. In case of emergency, lockers will be opened without any notification. For instance, users failed to comply with the 'Regulations of using School Lockers'.
12. Students should pay for the fee of repairing if the lockers are damaged.
13. School reserves the right of allowing the students to use the lockers.

### Inside the lockers

1. No dangerous or illegal items (such as flammable goods or items emitting bad smell) should be kept or stored due to safety and security reasons.
2. Because of hygienic issue, no shoes, clothes, food and drinks are allowed.
3. No valuable stuff, such as wallet, laptop, and mobile phones, should be stored in the locker. The School will not bear the responsibility for any damage or loss of such personal belongings.

### Termination of the usage of lockers

1. Graduates and students quitting the school should empty their lockers on or before their last day.
  2. Students must bring their school bags back to the School every day.
  3. Right of using lockers will be terminated if students failed to comply with the 'Regulations of using School lockers.'
  4. School reserves the rights to terminate of using the school lockers if student violates the above regulations.
- 

### Applicant's statement and declaration

I fully understand the above regulation of using school locker and agree to comply with the regulations once my application is successful. I also agree the School has the rights to check the locker and reserve my right in using the locker.

Name of applicant: \_\_\_\_\_ Class: \_\_\_\_ ( )

Signature of applicant: \_\_\_\_\_

Contact number of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Notice to Parents No: 2223/001**

**Notes for the New School Year (2022-2023)**

**Reply Slip (Submit this slip to Homeroom Teacher on or before 2<sup>nd</sup> September, 2022(Friday))**

Dear Principal,

I received the Notes for the New School Year (2022-2023).

- (1) Arrangements for New Academic Year
- (2) Financial Assistance Schemes
- (3) Intellectual Property Rights of Students' Works
- (4) Parental Consent for Attending P.E. Lessons
- (5) Leave with Reasons
- (6) Timetable
- (7) Student Code of Conduct, School Uniform & P. E. Uniform
- (8) Miscellaneous Fees
- (9) Homework Policy
- (10) Arrangements under Inclement Weather Conditions
- (11) Parent -- School Communication
- (12) Application for Activation / Renewal of "Student Status" on a Personalised Octopus
- (13) Guidelines on Prevention of Influenza and Communicable Diseases in School
- (14) Support to Parents – Call to Care
- (15) Student Activities Support Grant
- (16) Student Health Service
- (17) Staying at School for Lunch (S1-2) (Applicable for whole-day school)
- (18) English Extensive Reading Programme (S1-3)
- (19) Personal Data (Privacy) Ordinance
- (20) Abiding Grace Lutheran Church Supporting Ministries
- (21) Student Health Record (S2-6)
- (22) Overview of Co-curricular Activities
- (23) Application for Student's Locker (S4-6)

Signature of Parent/ Guardian: \_\_\_\_\_

Name of Parent/ Guardian: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Class: \_\_\_\_ ( )

Date: \_\_\_\_\_